



CITY OF ST. LOUIS

JOINT DEPARTMENTAL RFP

DEPARTMENT OF HUMAN SERVICES  
&  
AFFORDABLE HOUSING COMMISSION

# **FY2021**

## **AMERICAN RESCUE PLAN ACT OF 2021 (ARPA)**

### **REQUEST FOR PROPOSALS (RFP)**

Release Date: September 30, 2021  
Due Date: October 22, 2021, 4:00 pm



**CITY OF ST. LOUIS  
DEPARTMENT OF HUMAN SERVICES  
&  
AFFORDABLE HOUSING COMMISSION  
REQUEST FOR PROPOSALS**

The City of St. Louis, Department of Human Services (DHS), jointly with the Affordable Housing Commission (AHC) issues this Request for Proposals (RFP) for the following source of funds:

American Rescue Plan Act of 2021 (ARPA)

Beginning September 30, 2021, RFP packets will be available for pick-up at the Department of Human Services, Homeless Services Division, or via the City's website:

<https://www.stlouis-mo.gov/government/procurement/>

**Informational Bidder's Conference will be held via Zoom on  
October 11, 2021, 3:00pm,**

Those that want to participate in the Zoom Webinar can email Amy Bickford at [bickforda@stlouis-mo.gov](mailto:bickforda@stlouis-mo.gov) by October 8, 2021 to be added to the Calendar Invite with Webinar link or attend the meeting via this Zoom Access:

<https://us02web.zoom.us/j/81581299464?pwd=NmxQUtI1VE1sMG9CeIVacE1ua0ttZz09>

Meeting ID: 815 8129 9464

Passcode: 532679

One tap mobile

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**Questions Regarding the RFP:**

- Must reference the RFP page number and section to which it applies.
- DHS will record questions and provide written responses posted on the City's website.
- DHS will maintain a list of entities that requested the RFP and provide question responses to them.
- Amy Bickford is the dedicated contact person. No contact with any other selection committee member is permitted.
- Must be submitted in writing on or before October 15, 2021 to the following:

**Amy Bickford, Chief Program Manager  
Department of Human Services - Homeless Services Division  
1520 Market Street, Room 4065, St. Louis, MO 63103  
[bickforda@stlouis-mo.gov](mailto:bickforda@stlouis-mo.gov)**

**To be considered by the Selection Committee proposals must be received by 4:00 p.m. October 22, 2021.** All applicants must provide five (5) copies of their proposal at the time of submission (please no staples). Attachments need to be separated by a colored cover page. **In addition to the submission of paper copies, please email an electronic version of the proposal, as one complete attachment to Amy Bickford at [bickforda@stlouis-mo.gov](mailto:bickforda@stlouis-mo.gov).** Incomplete proposals or those received after the due date and time may be rejected. Funding for this program is subject to appropriations from federal agencies and by the City of St. Louis.

## **AMERICAN RESCUE PLAN ACT AUTHORITY AND USE**

The City of St. Louis plans to use Federal American Rescue Plan Act (ARPA) funds to address the urgent needs of residents who are experiencing homelessness or are at imminent risk of homelessness and whom are being severely impacted by the Coronavirus Pandemic of 2019-2021. The ARPA funds will expedite delivery of direct relief in the form of rental and mortgage assistance, and a variety of additional and wrap around services for the unhoused community and those at imminent risk of homelessness. ARPA funds will be administered a variety of City departments but this RFP is for funds which will be administered specifically by the City of St. Louis Department of Human Services.

On March 11, 2021 the American Rescue Plan Act (ARPA), was signed into law by President Biden, as published at 31 CFR Part 35, as the Statute and Interim Final Rule and as set forth in sections 602 (c) (1) and 603 (c) (2) of the Social Security Act. The Fiscal Recovery Fund allows for funds to be dispersed to State, local and Tribal governments, to provide support in responding to the impact of COVID-19 and in their efforts to contain COVID-19 in their communities, residents and businesses. These funds shall build on and expand those efforts provided for through the previously administered Coronavirus Relief Fund (CRF).

The City of St. Louis is seeking a variety of applicants that can provide new and innovative solutions to housing and programs that seek to rapidly provide housing and services to unhoused people and households who are at imminent risk of homelessness. The effects of the coronavirus have been detrimental to people experiencing homelessness and the City wants to see ARPA funds used as broadly as possible to aid in getting people moved off the streets and out of shelters to stable and permanent housing. The pandemic has further created enormous struggles to many households which are now facing evictions or have already been displaced due to eviction. ARPA funds should also be used to help provide stabilization to vulnerable, displaced, and evicted households.

Funded organizations shall work closely with other community programs that, together, provide an array of housing opportunities and solutions intended to prevent and end homelessness for households in need. Agencies and organizations which are accustomed to working with people of color, people who are too often marginalized facing steeper health challenges and even death at higher rates are highly encouraged to apply for funds.

The National Low-Income Housing Coalition has stated that “people of color are disproportionately represented among people experiencing homelessness and low-income, cost-burdened households. Data is emerging that coronavirus is infecting and killing black Americans at a disproportionately high rate. Marginalized populations, including people of color, Native people, immigrants, people with criminal records, people with limited English proficiency, and other individuals, should have full and equitable access to these resources. Moreover, many people exiting the criminal justice system are unable to access regular HUD housing assistance and must overcome significant barriers to obtaining affordable, accessible housing.” (NLIHC, 2020, p. 3).

## **METHOD OF COMPENSATION**

The method of compensation for ARPA contracts is via monthly reimbursement for prior month's incurred expenses. All expenditures will need to be well documented and conform to all ARPA guidelines.

Selected subrecipients will work with a Homeless Services Division Contract Compliance Officer for training and understanding of how the contract and grant must align with Federal and City requirements. This will include instruction, both verbal and written, on the Homeless Services requirements for complete, accurate and timely billing packet submissions, so reimbursements can be provided to subrecipients as quickly as possible. The City issues check payments to subrecipients once the complete, accurate and timely billing packet is fully processed through several City Departments. Selected subrecipients will have to incur expenses of the project prior to receiving any funds for such expenses and be able to cover up to three months expenses of the project at the start of the contract.

## **FUNDS AVAILABLE**

ARPA Component Type		Funded by Department of Human Services	Funded by Affordable Housing Commission
1	Mortgage Assistance	\$2,500,000	
2	Intentional Encampment	\$1,250,000	
3	Safe Haven	\$1,386,370	
4	Emergency Shelter Operations/Services	\$8,000,000	
5	Centralized Intake / Call Hotline	\$1,000,000	
6	Wrap Around Services	\$1,250,000	
7	Bridge Housing	\$1,500,000	
8	Rapid Rehousing	\$3,000,000	
9	Supplemental Support for Permanent Supportive Housing	\$1,500,000	
10	Community Outreach		\$250,000
<b>Total</b>		<b>\$21,386,370</b>	<b>\$250,000</b>

## **ELIGIBLE ARPA COMPONENTS**

### **1. Mortgage Assistance**

The City of St. Louis is seeking one or more organizations with knowledge of the mortgage lending process & experience and negotiating payments with mortgage lenders, in order to assist financially eligible City of St. Louis homeowners. Qualified homeowners whose income is 80% or below the Area Median Income (AMI) that have been economically impacted by COVID-19 and are at risk of foreclosure on their primary residence will be eligible for financial assistance to catch up their mortgage payments. The successful organization/s will receive and review applications from homeowners who are requesting mortgage assistance consideration, obtain the required documentation from the mortgage lenders and homeowner applicants, determine eligibility, approve and generate the payments that will result in the household remaining in their property and preventing homelessness.

Funds are available for the program operations, administration and direct financial assistance in the form of mortgage assistance for eligible households.

Client eligibility for the mortgage assistance will be prioritized, as follows:

- A. Homeowners with a primary residence in a *HUD Qualified Census Tract* for City of St. Louis (See Exhibit E).
- B. Households that have experienced a decrease in income or have encountered some other financial impact due to the pandemic. Financial impact will require some documentation and has to have occurred after the start of the pandemic, March 2020 or after.

The City of St. Louis will determine a cap or maximum amount of funds that can be approved per household under the Mortgage Assistance program and can provide some technical assistance in the design of the program. However, the applicant should put forth a program model in which they wish to operate. The successful provider will be required to distribute the funds in a timely manner to

mortgage lenders and to secure documentation from the lenders verifying that the funds will end the foreclosure efforts for households, etc. Referrals will come from the ARPA funded Centralized Intake / Call Hotline selected provider and/or through United Way.

Applicants must provide in response to this program category the following in response to this RFP:

- A. Provide a description of your organizations experience providing mortgage assistance specifically.
- B. Provide a description of program operating guidelines that will be utilized to carry out the program.
- C. State how client eligibility will be determined, what factors will be assessed, and how the Intake Process will be completed.
- D. What records will be secured from homeowners and mortgage lenders in order to substantiate the validity of the mortgage terms, amount owed, and payment history.
- E. Explain how the program will be marketed (provide line item in budget, if needed).
- F. State how many households are anticipated to be served, approximate assistance per household, and if there are other possible financial requirements to carry out the program.
- G. Provide a full description of Staff positions required, supervision model, fiscal and programmatic oversight needed.

## **2. Intentional Encampment**

The City of St. Louis is seeking an operator to manage a safe outdoor space also known as an intentional unhoused encampment to include wrap around services and provide an option for people experiencing homelessness. As the City continues to work to keep people safe and healthy during the COVID-19 pandemic, it is more than ever warranted that people living unhoused on the streets, need a centralized location to live safely and engage in services. The unhoused community struggles to meet basic needs such as accessing restrooms, showers, hand-washing resources, and places them at higher risks of contraction of COVID-19 and other illnesses. By having a safe outdoor space, using a harm reduction approach, the City will be mitigating the spread of COVID-19. This approach will further expand outreach and relationships with unsheltered people, allow for better connection to resources, and create better housing transition planning for the unhoused.

There are people that will insist on living unsheltered, and the City supports implementation of this innovative approach to provide a way for people to live how they choose, while also being in a safe place with access to restroom facilities, showers, laundry, and access to case management, health, behavioral health and substance use services, when/if they choose to engage in such services.

As the City continues to plan and secure the infrastructure of the site or sites to be utilized, the following scope will be required to operate and manage the site. The site will be a City owned or leased property which will allow and provide for an endorsed community where unhoused individuals can live in a safe outdoor space with management, safety, security, and services provision. The site(s) will provide safe spaces for 25-45 persons per site.

The site(s) will consist of easy to construct portable individual structures replacing typical tents which deteriorate. These personal individual spaces will be used for sleeping and storing belongings. The site for the project will provide access to restrooms, hand washing stations, showers, laundering, space for administration, storage space, space to provide services, space for meals, and a shaded gathering/community space. The City plans to secure on the site a building structure which could assist with space for people in inclement weather, as needed. The site will be accessible to guests 24 hours a day and will have 24 hours a day staff on site.

The following elements are sought to be covered in a proposal for this project: Safety and Security for guests and adjacent properties, Property Maintenance and Facilities Plan, with Policies/Procedures, Housekeeping and Site Services with Policies/Procedures, Policies and Procedures to Mitigate Concerns, Tenant Services Provision, Engagement Activities, Budget and Staffing Chart/Plan. The

*Proposal Narrative & Attachments Guidance* (Exhibit B) provides more questions in each of these categories that applicants should provide respond to within their submitted proposal.

*Coordinated Entry WHAMM Attendance:* All Emergency Shelter Provider, including the selected Intentional Encampment provider(s) will need to be a part of the Community's Weekly Housing & Match Meetings (WHAMM), as a part of their required commitment to Coordinated Entry. One person can be designated, or multiple staff or case managers can attend these meetings. Currently WHAMM meetings occur twice weekly. Intentional Encampment staff attendance allows Coordinated Entry staff to gather appropriate information about individuals to ensure appropriate housing program referrals are made for their clients enrolled in Coordinated Entry. Intentional Encampment staff will be asked for initial case conferencing information, updates regarding client's housing plan and progress while in their program.

*Continuum of Care Involvement:* Intentional Encampment Providers will need to designate an employee(s) to attend Continuum of Care meetings, at least one committee, and other initiatives where Intentional Encampment leadership is needed and/or requested. Currently the Continuum of Care is requiring shelters to utilize the "Get Help" application to report bed openings and receive referrals through. Organizations applying for funds in this category will need to follow the Continuum of Care guidance for reporting vacancies and to retrieve referrals.

*Data Entry:* Data entry for ARPA funded Intentional Encampment projects must be entered into the Community's Homeless Management Information System (HMIS).

### **3. Safe Haven**

The City seeks to contract with a provider which will manage and oversee an unhoused Safe Haven. A Safe Haven will serve as a safe location where unhoused individuals can access a place of refuge, safety and resources. Safe Havens are meant to help people find their way to safety, security and to meet their basic human needs. They offer a place for unhoused to get off the streets for an unspecified time in a temporary safe spot. The Safe Haven Staff build relationships and trust with individuals and help them navigate their situations.

At a Safe Haven people can obtain food, services, friendly and welcoming environments, and assistance with getting out of the elements for as little time as needed or desired. The City seeks to offer a Safe Haven with 24/7 hours of service. The Safe Haven will double as a place for warming and cooling in inclement weather and may provide some limited overnight shelter during winter, summer or other emergent situations or hazards.

The following elements are sought to be covered in a proposal for this project: Safety and Security for guests and adjacent properties, Property Maintenance and Facilities Plan, with Policies/Procedures, Site Services with Policies/Procedures, Policies and Procedures to Mitigate Concerns, Budget and Staffing Chart/Plan. The *Proposal Narrative & Attachments Guidance* (Exhibit B) provides more questions in each of these categories that applicants should provide responses to within their submitted proposal.

### **4. Emergency Shelter Operations/Services**

Emergency shelters operate as a low-barrier residence that provides a safe, secure, and clean place to stay for those who cannot be diverted from experiencing homelessness. Shelter programs are intended to be a short-term solution for follow-up movement into permanent housing and provide support with accessing housing resources in the community as quickly as possible. Emergency shelter/Interim Housing programs operate from a framework of having the goal of providing a temporary residence while moving toward permanent housing.

Funds are available for the costs of providing essential services to unhoused individuals and families in emergency shelters and for the operations of emergency shelters. Funds are also available for

existing temporary and/or permanent shelter operators to extend their current operations after existing contracts end (FEMA/ESG-CV1 & 2). Immediate needs for Emergency Shelter Operations/Services:

- A. **Year-Round Shelter Spaces/Beds:** Current or new shelter providers needing additional financial support for maintaining and/or increasing operations to provide as many beds as possible.
- B. **Temporary Expanded Spaces/Beds:** Current programs which are funded by FEMA or ESG-CV should apply if they want to continue to provide services, fund leases for shelters and shelter operational expenses beyond the expiration of their current contract. New shelter providers can apply to add specific pandemic response beds for homeless households.
- C. **Inclement Weather & Winter Operations Spaces/Beds:** The City needs added shelter beds for Winter Operations, as well as shelter spots to stand up when we have extreme heat. Any existing or prospective shelter can add additional bed capacity, as well as staff which intend to stand up locations for providing warm, safe places for people to sleep during both Winter and Summer months are urged to apply. Providers may also apply for funding for programs which can solely be an Inclement Weather response project where they stand up bed capacity and/or provide “pop-up” shelters and or spaces on an as needed basis for any type of weather or emergent need for the next one year.
- D. **Quarantine & Isolation Spaces/Beds:** The City is seeking providers to provide shelter access for COVID+ unhoused individuals and families that need a place to recover or quarantine. The City has no space for hospitals and shelter providers to send unhoused people to be quarantined safely until testing negative. This could be in the form of single-room occupancy spaces, motels/hotels, dormitory rooms, etc. Any other innovative solutions will be considered.

Please Note: The City will not be approving Renovations as an eligible activity under this RFP. Eligible costs for ARPA Emergency Shelter funds will be very similar to what is eligible under the Emergency Solutions Grant funding.

*Coordinated Entry WHAMM Attendance:* All Emergency Shelter Providers will need to be a part of the Community's Weekly Housing & Match Meetings (WHAMM), as a part of their required commitment to Coordinated Entry. One person can be designated, or multiple staff or case managers can attend these meetings. Currently WHAMM meetings occur twice weekly. Emergency Shelter staff attendance allows Coordinated Entry staff to gather appropriate information about individuals and families to ensure appropriate housing program referrals are made. Emergency Shelter staff will be asked for initial case conferencing information, updates regarding client's housing plan and progress while in their shelter program.

*Continuum of Care Involvement:* Emergency Shelter Providers will need to designate an employee(s) to attend Continuum of Care meetings, at least one committee, and other initiatives where Emergency Shelter leadership is needed and/or requested. Currently the Continuum of Care is requiring shelters to utilize the “Get Help” application to report bed openings and receive referrals through. Organizations applying for funds in this category will need to follow the Continuum of Care guidance for reporting bed vacancies and retrieval of referrals.

*Data Entry:* Data entry for ARPA funded Emergency Shelter projects must be entered into the Community's Homeless Management Information System (HMIS).

Eligible costs include:

- A. *Essential services:* These services can be offered to emergency shelter guests: Case management, Child Care, Education Services, Employment Assistance and Job Training, Outpatient Health Services, Legal Services, Life Skills Training, Mental Health Services, Substance Abuse Treatment Services, Transportation, Services for Special Populations.

- B. *Shelter operations*: Operations of emergency shelters includes: Staff Salaries and Benefits costs, Maintenance, Rent, Security, Fuel, Equipment, Insurance, Utilities, Food, Furnishings and supplies necessary for shelter operation. Eligible costs may also include hotel or motel vouchers for families or individuals.

## **5. COVID Response - Centralized Intake / Call Hotline**

Because this RFP and other pandemic funding options have expanded types of projects eligible, funds have been allocated for Centralized Intake / Call Hotline Services. The City of St. Louis would like to implement a COVID response hotline and/or location, or enhance current hotline services, for providing connections for households in need to the services which can stabilize their circumstances.

Many of the integral services being offered through this RFP, are not set up to be assessed for through the community's Coordinated Entry System, yet are crucial services needed as a response to the Coronavirus. Preventing homelessness and diverting households away from the homeless services system which is already over-burdened will be the focus of these intake and hotline services.

Callers in search of resources and support to navigate the effects of Coronavirus, such as preventing or responding to evictions and the fall out of individual household economic crises will be met with call takers which can facilitate a brief intake assessment to match the caller to a resource to assist with their individual situation. Call takers will have strong prevention and diversion counseling services for steering persons away from entering shelters. In addition to prevention and diversion counseling these funds can be utilized for: referral to other wrap-around services, navigation of available housing and non-housing options, referrals to shelters when prevention and diversion fails, shelter bed count monitoring and making shelter reservations via the Get Help Application. Most importantly the City of St. Louis will expect at a minimum monthly data collection/reporting on utilization of the hotline and services being provided through this service.

These are some of the aspects which the City seeks for the Centralized Intake / Call Hotline Services:

- A. 24 hours per day service. If that is not possible, the applicant will need to state why it can't be offered and what schedule they are proposing. There should be strong consideration for evening hours as that is the time people seek shelter.
- B. Ability for call takers to do brief intakes with callers to collect data needed to make determinations about a household's eligibility for programs and services to be referred to.
- C. Intake specialists will collect information via the intake assessment about housing situation, COVID-19 impact, household configuration, income, personal characteristics, demographics, support network, health needs, employment needs, etc. Intake interviews should average between 15-20 minutes.
- D. Intake specialists will make referrals and where possible make them warmly, introducing the caller to the service provider, or make specific referrals, where applicable in the HMIS.
- E. Applicant should consider the possibility of providing walk-in services as well at a specified site or sites. This could be available to those without phones, or for those with language barriers, or want to talk to someone in person. If a site is available for walk-in intake services, the budget could include meeting emergent needs, such as food, transportation such as bus tickets, blankets, etc.
- F. Applicant should propose how people which speak different languages will be served by this centralized intake and call hotline service and determine what those accommodations will be.
- G. Call takers should plan to do follow up calls, to decide if the referral was accessed by the household, and if that referral was able to help them with their crisis.

## **6. Wrap Around Services**

ARPA funding allows for the City to contract with providers for a variety of services and the City is seeking providers which would like to fund the following services for unhoused individuals and families and for those at risk of experiencing homelessness. Proposals can include one service or multiple



services. These services can be standalone projects or can be paired with existing programs to compliment services already being provided. The flexibility of this category lends itself to applicants being creative in helping to solve problems impacting unhoused people. Here are the services the City is seeking to fund:

- A. *Transportation services*: Services for transportation could include bus tickets/passes, taxi fares, and long-distance travel tickets such as Greyhound, Amtrak, or air flights. Unhoused individuals have difficulty navigating the city getting to services, looking for housing, meeting with case managers, and attending other supportive services appointments, etc., and this will assist with meeting that need. People who have been displaced from supports could utilize this wrap around service to navigate to locations where they have supports in place.
- B. *Cellular Service*: Funds could be used to assist unhoused people with cellular services. This could be done in a variety of ways, so the applicant will need to propose how this will be accomplished and ensure client cooperation and responsibilities.
- C. *Extreme Weather Temperatures - Supplies or Services (not operating shelter beds)*: These funds are available for any provider that would support winter or heat related shelter or outreach operations, included but not limited to., provisions of food, water, hot chocolate, coffee, coats, socks, handwarmers, gloves, hats, sleeping bags, blankets, personal hygiene items, rain ponchos, towels and anything else an applicant wants to propose.
- D. *Extending Coordinated Street Outreach*: The current Coordinated Street Outreach provider funded via ESG-CV funds, should apply for ARPA funds if they choose to extend that project. Any agency may apply for street outreach funds and will see the full project description in Project 10 - Community Outreach (see below). For Coordinated Street Outreach, applicants should apply for Project 10, but may end up funded either as Wrap Around Services or with funds from the Affordable Housing Commission. Either funding source seeks to provide street outreach services to shelters and to people living unhoused with the purpose of engagement, relationship building and connecting people to the services they need.
- E. *Extending Mobile Shower Services*: The current provider which has been funded for Mobile Shower Services, via ESG-CV funds, should apply in this category if they choose to extend that project and continue the operations and management of the shower trailers. Any organization may apply for this service.

Here's more information regarding the Mobile Shower Services Project: The City has purchased two Mobile Shower Trailers for the purpose of providing shower opportunities to homeless encampments. This RFP seeks a provider which would manage a schedule of managing the trailers at various identified homeless encampment sites. City staff drive and set up the trailers, store the trailers and clean and provide maintenance of the showers. The City seeks an agency that would provide shower attendants, janitorial services and to coordinate other services providers to be onsite while in operation. The City would like the provider to consider and offer in the proposal how coordination of other services could be offered while also visiting the camps with the shower trailer (such as mental health, medical services, substance use, SOAR applications, transportation coordination, food, clothing provision, etc.).

- F. *Service Providers*: Any applicant which would like to add additional staff capacity to their projects, whether they are existing projects, or projects being proposed within this RFP, or as a stand-alone project may propose for the provision of adding staff capacity. This would be salary, benefits, or other necessary administrative costs. This may also, depending on proposals received, be utilized to add staff capacity at the Intentional Encampment and/or the Safe Haven projects addressed in this RFP.
- G. *Supplies*: The City will accept proposals from homeless services providers which need additional funding to purchase supplies for unhoused people, or clients within current homeless programs. Any supplies can be proposed for funding and this can be a stand-alone project or paired with and for existing projects.

## 7. Bridge Interim Housing

Bridge Interim Housing is a rapid linkage to a short term housing situation; used when a person that has been evicted or is facing imminent eviction, has no place to go, is looking for a unit of housing or is faced with a situation that prevents them from moving immediately into permanent housing (e.g. apartment being painted, previous tenant moving out, has a voucher but is looking for a new unit, awaiting approval of housing applications, etc.). Bridge Interim Housing can be a short-term safe place, such as a hotel/ motel/ other transitional housing unit, etc. The ultimate goal is to provide a stable temporary housing situation with supportive services while an individual is in the process of locating, applying for and/or obtaining permanent housing.

Bridge Interim Housing can involve scattered-site ("subsidy-based") or temporary site-based facilities. Site based facilities range from temporary modular structures to refashioned dormitories to single room occupancy units to repurposed motel/hotels and offer accommodations and services similar to those provided in housing focused shelters.

Funds are available for the cost of providing essential services and very short-term housing situations to individuals and families in the process of transitioning. The setup of short-term Bridge Interim Housing projects will be similar to Rapid rehousing projects. Bridge Interim Housing should prioritize individuals and families who are close to housing move-in, those with an identified permanent housing plan in site, or demonstrate only in need of the short-term support which Bridge Interim Housing is meant to provide.

*Coordinated Entry WHAMM Attendance:* All Bridge Housing Providers will need to be a part of the Community's Weekly Housing & Match Meetings (WHAMM), as a part of their required commitment to Coordinated Entry. One person can be designated, or multiple staff can attend these meetings. Currently WHAMM meetings occur twice weekly. Housing providers attendance allows them to hear information about referrals which will be made to their program and are also required to be present to update the housing status of their referrals.

*Continuum of Care Involvement:* Bridge Housing Providers will need to designate an employee(s) to attend Continuum of Care meetings, at least one committee, and other initiatives where Bridge Housing leadership is needed and/or requested.

*Data Entry:* Data entry for ARPA funded Bridge Housing projects must be entered into the Community's Homeless Management Information System (HMIS).

The following are eligible uses of the funding:

- A. *Hotel Vouchers:* Consider short term arrangements with hotel/motel establishments willing to accept the placement of individuals or families under the supervision of the Bridge Interim Housing agency, in exchange for a negotiated weekly or monthly rate, normal cleaning services and other amenities available to paying guests at the establishment.
- B. *Rental Assistance:* Consider short-term leases with landlords willing to negotiate or leases where the Agency is the lease holder, and an occupancy agreement is used, thereby allowing the agency to offer short term occupancy agreements for tenants in units and the ability to fill the unit with new persons once a person moves on.
- C. *Rental Application Fees.*
- D. *Security Deposits:* Consider proposing to landlord's early lease termination fees to help a tenant get out of a longer lease, double/triple deposits, etc.
- E. *Moving costs:* Could include truck rental or moving company and may also include payment of temporary storage fees for up to 3 months, provided the fees are accrued after the date the

program participant begins receiving assistance and before the program participant moves into permanent housing. Temporary storage fees which are in arrears is not eligible.

F. *Utility Deposits and Utility payments:* Eligible utilities are gas, electric, water, and sewage.

G. *Client Transportation Assistance.*

H. *Supportive Services:* Case management, assistance providing referrals and linking individuals/families with resources and services. Could include linking individuals to the City's rental assistance and housing stabilization application and assistance with application completions and submission.

I. *Personnel Expenses, Staff Mileage, Operating Expenses and Administrative costs.*

J. *Transition-types of housing:* Any type of housing will be considered, but a few types to consider are site-based buildings, hotels, motels, unoccupied units where lease may be in provider's name, with sub-lease for tenant, dorm-style rooms/units, etc.

## 8. Rapid Re-Housing

Housing relocation and stabilization services and/or short-and/or medium-term rental assistance as necessary to help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing. For ARPA Funded Rapid Rehousing (RRH) programs, program participants must meet any one of the four Categories of Homelessness as designated by HUD as follows:

Category 1	Literally Homeless	Individual or family who lacks a fixed, regular, and adequate nighttime residence meaning: <ul style="list-style-type: none"> <li>• Has a primary nighttime residence that is a public or private place not meant for human habitation;</li> <li>• Is living in a publicly or privately-operated shelter designated to provide temporary living arrangements; or</li> <li>• Is exiting an institution where they've resided for 90 days or less and who resided in one of the two locations listed above prior to entry to the institution.</li> </ul>
Category 2	Imminent Risk of Homelessness	Individual or family who will imminently lose their primary nighttime residents, provided that: <ul style="list-style-type: none"> <li>• Residence will be lost within 14 days of the date of application for assistance;</li> <li>• No subsequent residence has been identified; and</li> <li>• The individual or family lacks the resources or support networks to obtain other permanent housing.</li> </ul>
Category 3	Homeless Under other Federal Statutes	Unaccompanied Youth under 25 years of age, or families with children/youth, who do not otherwise qualify as homeless under this definition, but who: <ul style="list-style-type: none"> <li>• Are defined as homeless under the other listed federal statute;</li> <li>• Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the application for assistance;</li> <li>• Have experienced persistent instability as measured by 2 moves or more during the preceding 60 days; and</li> <li>• Can be expected to continue in such status for an extended period of time due to special needs or barriers.</li> </ul>

Category 4	Fleeing/Attempting to Flee Domestic Violence (DV)	An individual or family who: <ul style="list-style-type: none"> <li>• Is fleeing or is attempting to flee DV, Dating Violence, Sexual Assault, Stalking, and Human Trafficking;</li> <li>• Has no other residence; and</li> <li>• Lacks the resources or support networks to obtain other permanent housing</li> </ul>
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*All 4 categories are approved for ARPA RRH programs, to include those in Category 2, for those households facing evictions, via the lifting of the Eviction Moratorium. Typically, Rapid Rehousing funds are only for homeless households and doesn't provide eligibility for households falling into Category 2.*

*Referrals:* for ARPA funded Rapid Rehousing projects, referrals to the program can come either from the ARPA Centralized Intake / Call Hotline provider funded under this RFP, United Way, or from the community's Coordinated Entry System. Category 2 won't qualify for the CoC's Coordinated Entry system and will need to come through the COVID Response Centralized Intake / Call Hotline provider or United Way. The applicant must be open to both and specify a percentage of those referrals which will come from the CoC's Coordinated Entry System. All Category 1 and 4 referrals must come from the Community's Coordinated Entry System.

*Coordinated Entry WHAMM Attendance:* All Rapid Rehousing Providers will need to be a part of the Community's Weekly Housing & Match Meetings (WHAMM), as a part of their required commitment to Coordinated Entry. One person can be designated, or multiple staff can attend these meetings. Currently WHAMM meetings occur twice weekly. Housing providers attendance allows them to hear information about referrals which will be made to their program and are also required to be present to update the housing status of their referrals.

*Continuum of Care Involvement:* Rapid Rehousing Providers will need to designate an employee(s) to be involved with Continuum of Care meetings, at least one committee, and other initiatives where Rapid Rehousing leadership is needed and/or requested.

*Data Entry:* Data entry for ARPA funded Rapid Rehousing projects must be entered into the community's Homeless Management Information System (HMIS).

Eligible costs include financial assistance and housing focused services, as outlined here:

- A. *Rental Assistance:* Short to Medium term rental assistance. Applicant will determine the amount of assistance based on household need but should offer a program similar to CoC/ESG Rapid Rehousing rental assistance programs.
- B. *Rental Application Fees.*
- C. *Security Deposits:* Consider proposing to landlord's early lease termination fees to help a tenant get out of a longer lease, double/triple deposits, etc.
- D. *Utility Deposits and Utility payments.* Eligible utilities are gas, electric, water, and sewage.
- E. *Moving Costs.* Costs include truck rental or hiring a moving company and may also include payment of temporary storage fees for up to 3 months, provided the fees are accrued after the date the program participant begins receiving assistance and before the program participant moves into permanent housing. Temporary storage fees which are in arrears is not eligible.
- F. *Household Items/Furniture:* These items can be covered in ARPA RRH projects when costs are deemed reasonable, and the applicant should state at what amount will the cap be in their project per household.

- G. *Housing Search and Placement*: Services and activities to assist program participants in locating, obtaining housing. Includes assessment of housing barriers, needs and preferences, development of an action plan, housing search, outreach to and negotiation with owners, assistance with submitting rental applications and understanding leases, assessment of housing for compliance with inspection requirements for habitability standards and lead-based paint, rent reasonableness, assistance with obtaining utilities and making moving arrangements, and tenant counseling.
- H. *Case Management*: Services and activities for the cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for a program participant who resides in permanent housing or to assist a program participant in overcoming immediate barriers to obtaining housing. This assistance cannot exceed 24 months during the period the program participant is living in permanent housing.
- I. *Credit Repair*: Credit counseling and other services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems. This assistance does not include the payment or modification of a debt.
- J. *Securing Proper Identification Documents*: for ARPA, funds may be used to help clients secure any needed personal documents, such as Birth Certificates, Social Security Cards, and Driver's Licenses/State ID Cards.
- K. *Job/Employment Services programs*: Costs to help clients obtain entry to job programs or employment programs could be covered.
- L. *Other*: Applicant may propose other services and activities within their application, for example short-term hotel stays while individuals are in transition, but understand DHS has the right to have unapproved expenditures removed before going into a contract.

## **9. Supplemental Support for Permanent Supportive Housing Programs**

Funds are being made available to offer opportunities to existing Permanent Supportive Housing projects. Permanent Supportive Housing projects, once funded, see very limited to no increases in their administration and supportive services dollars. Staff recruitment, retention or added administrative capacity can be funded under this category. Perhaps hiring additional case managers or offering retention efforts will help keep a permanent supportive housing program stable. This Permanent Supportive Housing funding should pair with existing Permanent Supportive Housing Programs to offer enhanced opportunities for their program participants. Permanent Supportive Housing Providers can think outside the box to what other services can be offered.

This category of funding will require Permanent Supportive Housing providers to assess their programs to determine what may be needed, or to determine what they'd like to try in their programs over the next year, to see if changes, enhancements, or additions to services help provide for better outcomes in their program participants. Some ideas to consider are:

- A. *Staff Recruitment, Retention and/or Added Administrative Capacity*: Housing programs didn't get to shut down. Your staff came to work all through COVID and responded with the supportive services needed to keep vulnerable households stable. Staff recruitment, retention, and/or added administrative capacity may be needed or added for programs to continue. This could fund additional case management staff or other staff in Permanent Supportive Housing programs, etc.

- B. *Added Supportive Services*: Consider adding a behavioral health provider, a substance use program, or group therapy sessions, or a licensed staff person to the team to assist the households in your program.
- C. *Occupational Therapy Professionals*: Bring on an Occupational Therapist to the team for added benefit in teaching and demonstrating life skills.
- D. *Transportation Supports*: Have you struggled to assist those households that need to get to appointments or those that just got a job but need public transportation passes, this could be the opportunity to add that as a bonus in your program.
- E. *Food or Other Household Items*: Perhaps households have been struggling to meet their household's food needs or maybe you'd like to help the newly housed in your program with obtaining needed household items.
- F. *Utility Expenses*: Help households with utility bills.

## 10. Community Outreach

Community Outreach, also known as Coordinated Street Outreach provides services and outreach to unhoused individuals and families. Outreach is a set of strategies which include outreach and engagement, where unhoused individuals and families are residing, such as on the streets, in parks, campsites, abandoned buildings, cars and other places not meant for human habitation. Outreach workers establish relationships, build trust and rapport, and provide necessities for the intention of linking households to housing and support.

Populations to be targeted for Community Outreach are those which are believed to be critically vulnerable; those that need connections to services and supports. Often, unhoused people believe they don't qualify for services, and/or don't have the means to access services in traditional methods, so outreach workers meet unhoused people where they are. Critical populations include those which are elderly, those which have "high risk health conditions" making them more susceptible to complications and/or death if COVID is contracted, as specified by the CDC. Other priority populations are those that have long lengths of time of unhoused, those with the most severe needs, particularly those with mental health or substance use disabilities, and those believed to be Veterans.

Essential Services include reaching out to unhoused individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care to unhoused individuals who are unwilling or unable to access emergency shelter, housing or other appropriate health facility. Eligible Essential Services costs include:

- A. *Engagement*: Costs of activities to locate, identify and build relationships with unsheltered people and engage them for providing immediate support, intervention, and connections with assistance programs and/or mainstream social services and housing programs. Engagement can include making initial assessment of needs/eligibility, providing crisis counseling and addressing urgent needs with provision of meals, blankets, clothes or toiletries.
- B. *Case Management*: Costs of assessing housing and service needs, arranging, coordinating and monitoring the delivery of individualized services to meet the needs of the program participant.
- C. *Emergency Health Services*: Eligible costs are for the direct treatment of medical conditions that are provided by licensed medical professionals operating in community-based settings, including streets, parks and other places. ARPA funds may be used only for these services to the extent that other appropriate health services are inaccessible or unavailable within the area. Eligible treatment consists of assessing a participant's health problems and developing a treatment plan, assisting a participant to obtain appropriate emergency medical treatment and providing medication and follow-up services.
- D. *Emergency Mental Health Services*: Costs which include direct outpatient treatment by licensed professionals of mental health conditions, operating in a community-based setting,

including streets, parks and other places where unsheltered people are living. These funds may be used only for these services to the extent that other appropriate mental health services are inaccessible or unavailable within the area. Eligible treatment consists of crisis intervention, the prescription of psychotropic medications, explanation about the use and management of medications and combinations of therapeutic approaches to address multiple problems.

- E. *Transportation*: Costs of travel by outreach workers, social workers, medical professionals, or other service providers are eligible. The costs of transporting unsheltered people to emergency shelters or other services facilities are also eligible. Public transportation costs, mileage allowance of service workers, cost of purchasing a vehicle for the subrecipient which will be used to provide transportation to program participants are all covered costs. The cost of gas, insurance, taxes and maintenance are also covered expenses.
- F. *Services for Special Populations*: Services to unhoused youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are eligible under the above-mentioned categories for the Street Outreach component.

Community Outreach providers can build their ARPA Community Outreach projects how they see fit, but these are the minimum Program Standards, which should be a part of any well organized and managed Outreach program:

- Build relationships over time with the goal of moving people from the street into permanent housing.
- Assure services meet people where they are at and provide low-demand, street-based services. Services should not include trying to get people to access treatment services for substance use or mental health unless that is the participant's goal. All services are focused on securing permanent housing, the connection to shelter or other temporary housing programs.
- Address the basic needs such as ensuring access to food, clothing, and safety.
- Provide access to medical care, transportation, mental health care, substance use treatment as quickly as possible.
- Understand that outreach is an interactive process.
- Should be connected to the Community's Coordinated Entry System (CES) so outreach staff can assist with connecting and enrolling individuals and families in CES.
- Ensure all participants requesting housing are referred to shelter while waiting for referrals from the CES.
- Works collaboratively with other community outreach agencies and workers as a part of the City's Coordinated Outreach efforts, meant to ensure full geographic coverage, and 24/7 access to a street outreach worker.
- Maintain records of outreach efforts and participant's choice to accept or refuse housing opportunities.
- Provides outreach to known individuals at least every two weeks.
- Expedites access to housing and services for persons on established By Name Lists for priority populations.
- Ensures all participants are enrolled in the Homeless Management Information System (HMIS) project for outreach and that all Community Data Standards are being met.
- Offer participants housing assessment and referral at least every two weeks.
- All Community Outreach providers will need to be a part of the Community's Weekly Housing & Match Meetings (WHAMM) which occur twice weekly currently.
- Community Outreach organizations will need to designate an employee(s) to be involved with Continuum of Care committees, *Built for Zero*, and other initiatives where Street Outreach leadership is needed and/or requested.

In the last year, the City implemented a Coordinated Street Outreach approach, and thus requests that organizations funded with ARPA funds either through DHS or the Affordable Housing Commission collaborate and support the Coordinated Street Outreach approach.

A coordinated street outreach approach coordinates the broad full spectrum of Street Outreach Workers to provide system-wide collaboration. Typically, an organization or person(s) is designated to lead the effort and helps facilitate the collaboration and coordination efforts to reduce duplications in services, provide broad coverage in the full geographic area, and help make sure people receive services connection.

See [https://www.usich.gov/resources/uploads/asset\\_library/Core-Components-of-Outreach-2019.pdf](https://www.usich.gov/resources/uploads/asset_library/Core-Components-of-Outreach-2019.pdf) to learn about the Core Elements of Effective Street Outreach to People Experiencing Homelessness.

These are the main principles of this approach:

- Street Outreach services are delivered as a coordinated community effort, rather multiple organizations doing duplicative or hodge-podge services. This takes a large-scale collaboration among multiple stakeholders. This is a strategic use of resources, can be more comprehensive and can have higher rates of identification of people experiencing homelessness.
- Coordinated Outreach requires coordination of multiple funding streams, multiple providers with various purposes or missions, and can involve Federal, State, local government and non-profits.
- This approach should engage a broader network of programs and services and include law enforcement, first responders, hospitals, health and behavioral health providers, probation and parole officers, child welfare providers, education liaisons, workforce systems, faith-based organizations, and other community-based providers.
- A lead agency would be engaged to coordinate all of the various partners, and in identifying providers not in the collaborative, working to engage them. This agency would ensure coordination of services and bring partners together to discuss client needs and services connection.
- A lead agency ensures that all partners are engaged with the coordinated entry system in the community, ensuring all unhoused persons are engaged, assessed and placed on the Priority List.
- The lead agency would establish a one stop process for the community. This means that anyone that encounters the unhoused have a place or a phone number to call. This phone number would be accessible 24 hours per day with a live person answering the phone, that can link the caller to the requested engagement with an outreach worker. The call taker would then page or call the best matched outreach agency to deploy a worker to the location of the unhoused person. Basically, this is the operations of a Homeless Street Outreach hotline for the engagement of street outreach workers.
- Coordinating all street outreach efforts will involve establishing policies and procedures, determining who or which agency will be deployed to respond to outreach requests, ensuring reduction in duplication of services, and that the full geographic area of the City is covered.

## **REVIEW & SELECTION PROCESS**

PSA Committee: In accordance with Ordinance 64102 and the Rules and Procedures for Professional Service Agreements promulgated pursuant to the same and approved by the Board of Public Service of the City of St. Louis, professional service selections shall comply with these procedures, including the use of a Selection Committee.

The Professional Services Selection Committee shall be composed of the following: the Director of DHS or the designee of the Director, who shall act as chairperson; one member of said department's, division's or agency's staff selected by said Director or another designee of the Director; one member selected by the Mayor; one member selected by the Comptroller; and one member selected by the President of the Board of Aldermen.

Proposals will be evaluated according to the following process:

1. The first phase will involve a review of the proposals by the Homeless Services Division (HSD)



for conformance to the submission requirements and a determination of whether the proposals meet the minimum criteria established in this RFP. HSD will forward all proposals received for Project #10 to the Affordable Housing Commission staff for review.

2. The second phase will involve the evaluation of the proposal's merits by each City Selection Committee member independently.
3. The Affordable Housing Commission shall be provided with all proposals related to the Community Outreach (Project #10). The Affordable Housing Commission will review Project #10 proposals and make final approval and selection for funding of Community Outreach.
4. The final phase will be a review of the remainder of the proposals (Project # 1-9 ) by the Selection Committee. During this phase, and at its discretion, the PSA committee may conduct interviews/ presentations with applicants and provide applicants the opportunity to clarify their proposals and advise the City of any additional factors that may be relevant to their decision.

Each member of the Selection Committee shall vote to select applicants to perform the services requested in the RFP. If presentations have been made, the Selection Committee shall defer the selection vote until after presentations are complete.

After the PSA Committee's review process and decision-making meeting, DHS Homeless Services Division will provide written notification to all applicants regarding selections. This communication will further discuss the process for awarding contracts.

## **ADDITIONAL SELECTION CONSIDERATIONS**

In addition to the Proposal Requirements noted above, and as per City of St. Louis rules and procedures, the Selection Committee, in deciding to select an agency to provide professional services, shall consider, at a minimum, the following, as related to the selection:

- Specialized experience, qualification and technical competence of the agency, it's principals, project manager, and key staff.
- Ability of the agency to provide innovative solutions.
- Approach to the project and any unusual problems anticipated.
- The capacity and capability of the agency to perform the work with the time limitations.
- Past record and performance of the agency with respect to compliance, cost control, and quality of work.
- Fees or fee structure for work performed and the applicant's ability to provide solid fiscal accountability to the project.
- The availability of financial and operating resources of agency to complete the work.
- M/WBE and/or DBE participation
- Ability of the agency to meet statutory or ordinance requirements.
- Other items that arise as the result of the proposal.
- Applicant is a non-profit organization in good standing.
- The applicant's commitment to be a good neighbor that protects the safety and the privacy of program participants and neighbors.
- The applicant's ability to adequately describe and address requirements set out in the RFP.
- The ability to track clients through the progression of services being provided.
- The applicant's plans to involve and empower unhoused people to participate in decision-making and project operations.

## **RFP TERMS & CONDITIONS**

1. The City reserves the right to reject any proposal submitted; to select one or more respondents; to void this RFP and the review process and/or terminate negotiations at any time; to select separate

respondents for various components of the scope of services; to select final team members from among the proposals received in response to this RFP. Additionally, any and all RFP project elements, requirements and schedules are subject to change and modification. City also reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFP process, to obtain further information from any and all respondents, and to waive any defects as to form or content of the RFP or any responses by any agency. Respondents may be asked to make one or more presentations and participate in interviews.

2. This RFP does not commit the City to award a contract, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services. All submitted RFPs become the property of the City as public records. All proposals may be subject to public review, on request, unless exempted as discussed elsewhere in this RFP.
3. By accepting this RFP and/or submitting a proposal in response thereto, each proponent agrees for itself, its successors and assigns, to hold the City and all of their various agents, commissioners, directors, consultants, attorneys, officers and employees harmless from and against any and all claims and demands of whatever nature or type, which any such proponent, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFP, revising this RFP, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a proponent or negotiating or executing an agreement incorporating the commitments of the selected proponent.
4. Proposals shall be open and valid for a period of 60 days from the date of their submission to the City.
5. All materials submitted in accordance with this RFP will become and remain the property of the City and will not be returned. All proposals will be considered public records, pursuant to the City's understanding and interpretation of the laws of the State of Missouri. All proposal material may be treated as open records. The City cannot guarantee confidentiality of any materials. Thus, proposals and communications exchanged in response to this RFP should be assumed to be subject to public disclosure.
6. The proposed activities within an applicant's proposal must meet the funding priority and eligible components as stated within the RFP.
7. Applicant must have a DUNS Number.
8. Applicant must have registered in the System for Award Management (<https://www.sam.gov/SAM/>) before a contract can be awarded and are strongly encouraged to start the registration process on [www.SAM.gov](https://www.sam.gov) as soon as possible.
9. Applicant must be current with IRS Form 990 filings (when applicable) or be under an automatic or approved extension.
10. Applicant must have completed all required federal audits (if applicable).
11. Applicant must be current on filings of all federal, state, or local taxes.
12. Applicant must not have any unresolved or open HUD audit or monitoring findings.
13. Applicant must be in good standing with the State of Missouri and City of St. Louis (**Please note applicants must have a current business license or be deemed exempt by the License Collector's Office**).  
See: <https://www.stlouis-mo.gov/government/departments/license/business-license-info/> and <https://www.stlouis-mo.gov/government/departments/license/business-license-info/Graduated-Business-License-Process.cfm>

14. Applicant's proposed activities in the City of St. Louis must take place in a building approved for occupancy by the City of St. Louis. See: <https://www.stlouis-mo.gov/government/departments/public-safety/building/permits/occupancy-permits/commercial-occupancy-permits.cfm>
15. Applicant must not be on the federal Excluded Parties List (debarred). See: <https://www.dol.gov/agencies/ofccp/debarred-list>

## **CONTRACT OBLIGATIONS SUBJECT TO APPROPRIATION**

The award and performance of any contract or agreement that results from this RFP is subject to appropriation of funds for such purposes by the City, including re-appropriations for each fiscal period. The City reserves the right to not appropriate funds in any fiscal period to make the payments required under any agreement or contract. In the event funds are not appropriated in any fiscal period for the purposes of making payments as required, any agreement or contract for which the payments are not appropriated shall terminate without penalty or expense to the City whatsoever.

## **EARNINGS TAX REQUIREMENTS**

Every contract for services executed on behalf of the City shall require certification from the Collector of Revenue dated not more than thirty (30) working days prior to the execution of the contract stating that the contractor has paid all City earnings taxes due as of the date of the certification and has filed all returns of earnings tax and payroll expense tax required to be filed as of the date of the certification and from the License Collector that the contractor has a current business license, if applicable. Any contract for services executed without such certifications shall be void and of no force or effect.

Every contract for services executed on behalf of the City shall reflect a deduction of the earnings tax at the rate of one per cent on the amount of each payment, subject to subsequent adjustment or refund when the subject earnings tax return is filed.

## **PROHIBITED CONTRACT CLAUSES**

The City will not accept any contract awarded following this RFP that includes a limitation of liability clause. Limitations of liability clauses include, but shall not be limited to:

- Monetary caps on the amount a vendor or contractor will pay to the City under any circumstances.
- Limits on categories of risks or liabilities for which a vendor or contractor will compensate the City.
- Limits on or disclaimers of certain damages.
- Limits on when the City can bring a breach of contract or breach of warranty claim.
- Limits on when the City can bring a tort claim.

## **MISSOURI UNAUTHORIZED ALIENS LAW**

Requirements: Respondents are hereby advised that any Agreement that will be executed with a successful respondent pursuant to this RFP is subject to sections 285.525 through 285.555 of the Revised Statutes of Missouri, as amended (the "Missouri Unauthorized Aliens Act"). As a condition to the award of any such agreement, the successful respondent shall, pursuant to the applicable provisions of the Missouri Unauthorized Aliens Law, by affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the agreement. The successful respondent shall also affirm in said affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the Agreement pursuant to the Missouri Unauthorized Aliens Law.

Information regarding the Missouri Unauthorized Aliens Law is available on the Missouri Attorney General's web site at <https://ago.mo.gov/criminal-division/public-safety/unauthorized-alien-workers>. Information regarding E-Verify can be found on U.S. Citizenship and Immigration Services' web site at <https://everify.uscis.gov/enroll>.

## **LIVING WAGE AND SERVICE CONTRACT PREVAILING WAGE**

The City of St. Louis presently has in force a Living Wage Ordinance (#65597) applicable to contracts of \$50,000 or more in any twelve-month period, with limited exceptions such as non-profit organizations. The City posts through the Airport Authority an Annual Living Wage Adjustment Bulletin specifying the current Living Wage. Any proposal or bid must reference the current Living Wage and, if applicable, demonstrate how the contractor shall comply with Ordinance 65597.

<https://www.stlouis-mo.gov/internal-apps/legislative/upload/Ordinances/BOAPdf/65597x00.pdf>

The City of St. Louis presently has in force a Service Contract Prevailing Wage Ordinance (#62124) containing Minimum Prevailing Wages and Minimum Prevailing Benefits. Service Contract Minimum Prevailing Wages and Minimum Prevailing Benefits for specific occupations for the St. Louis area are determined and published by the U.S. Secretary of Labor. Any proposal or bid must demonstrate how the contractor shall comply with Ordinance 62124 to the extent it is applicable.

Per Ordinance 65597, contracts subject to the Service Contract Minimum Prevailing Wage and the Living Wage must pay a minimum wage and benefits package that is the greater of the two.

## **PUBLIC RECORDS LAW**

Any Contractor awarded this contract acknowledges that the City is a "public governmental body" under and subject to the State of Missouri's Sunshine Law (the "Act"), Revised Statute of Missouri § 610.010 et seq. The City will not give prior notice of receipt of a request under the Act for any record that has been provided to it by Contractor, nor of any record disclosed pursuant to the Act. Nothing in any awarded contract shall supersede, modify, or diminish in any respect whatsoever any of the City's rights, obligations, and exceptions under the Act, nor will the City be held liable for any disclosure of records, including information that City determines in its sole discretion is a public record subject to disclosure under the Act.

## **MISSOURI STATUTE - ISRAEL ENGAGEMENT ACTIVITY**

Requirements: Respondents are hereby advised that any Agreement that will be executed with a successful respondent pursuant to this RFP is subject to [\*Certification under Revised Statutes of Missouri Section 34.600\*](#). If a contract or grant exceeds \$100,000 in value, and Subrecipient has 10 or more employees, then as a condition for the award of a contract or grant, Subrecipient, shall, pursuant to the provisions of Section 34.600 of the Revised Statutes of Missouri 2000, as amended, by sworn affidavit affirm and certify that Subrecipient is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the state of Israel; or persons or entities doing business in the state of Israel.

<https://revisor.mo.gov/main/OneSection.aspx?section=34.600>

Any Contractor awarded this contract shall procure and maintain General Liability Coverage, Automobile/Motor Liability Coverage (including non-owned and hired vehicle coverage), and Worker's Compensation Insurance, and no coverage amounts listed shall be construed to limit the liability of the Contractor. The Contractor awarded this contract shall provide a Certificate of Insurance to the City of St. Louis prior to the execution of this contract, with "The City of St. Louis"

listed as an Additional Insured to the policy. Certificates attesting to the coverage and naming the City of St. Louis as additional insured shall be mailed to:

Department of Human Services  
Homeless Services Division  
1520 Market St., Room 4062  
St. Louis, MO 63118

The Contractor's Insurance provider shall be authorized to transact business in the State of Missouri and registered with the Missouri Department of Insurance – Financial Institutions & Professional Registration. Such Insurance company must have a financial strength of "A-" or better and a financial class size IV or greater as indicated in A.M. Best's Key Rating Guide.  
(<http://www.ambest.com/home/default.aspx>).

Such liability insurance coverage must also extend to damage, destruction and injury to City owned or leased property and City personnel, and caused by or resulting from work, acts, operations, or omissions of Consultant, its officers, agents, employees, Consultants, subcontractors, licensees, invitees, representatives, and independent Consultants and, contractual liability insurance sufficient to cover Consultant's indemnity obligations hereunder. The City will have no liability for any premiums charged for such coverage, and the inclusion of the City as an Additional Insured is not intended to and does not make the City a partner or joint-venture with Consultant in its operations hereunder. Each such insurance policy must, by endorsement, provide primary coverage to the City when any policy issued to the City provides duplicate or similar coverage and, in such circumstances, the City's policy will be excess over Consultant's policy.

## **TERMINATION RIGHTS**

Any contract awarded may be terminated by the City for convenience and without cause upon thirty (30) calendar days written notice delivered to Contractor, in which event Contractor shall be paid for all work performed up until the date of termination.

Any contract awarded may be terminated by either party for cause upon ten (10) calendar days written notice delivered to the other should the other party fail substantially to perform in accordance with the Agreement's material terms. The non-performing party may use this ten (10) day notice period as an opportunity to cure any failure to substantially perform. If the Contractor abandons this contract, it shall indemnify the City against any loss caused by said abandonment.

## **FEDERAL LEGAL REQUIREMENTS INCLUDING ARPA REPORTING**

To comply with federal laws, including the American Rescue Plan Act, the City shall require that any contract or subrecipient agreement between the City and a respondent arising out of this RFP include Supplementary Conditions in substantially the form set forth on Exhibit D as binding terms of the Agreement. The final wording of the Supplementary Conditions may be modified during contract negotiations.

## **REFERENCE**

National Low-Income Housing Coalition. (2020, April 15). *Housing Instability and Homelessness. CARES Act Suggestions for State, Local, Tribal, and Territorial Elected Officials.*  
[https://nlihc.org/sites/default/files/Housing-Instability-and-Homelessness\\_Cares-Act.pdf](https://nlihc.org/sites/default/files/Housing-Instability-and-Homelessness_Cares-Act.pdf)

## **ATTACHED EXHIBITS**

Exhibit A: Proposal Cover Sheet, page 22 - 23

Exhibit B: Proposal Narrative & Attachments Guidance, page 24 - 30

Exhibit C: FY2021 ARPA Budget Template, page 31

Exhibit D: Supplement of Required Contract Provision Pursuant to ARPA, page 32 - 38

Exhibit E: HUD Qualified Census Tracts, City of St. Louis, Missouri, page 39

Exhibit F: Project Evaluation Rubric – FY2021 ARPA RFP, page 40

Exhibit G: Financial Capacity Rubric – ARPA Project, page 41



Exhibit A

City of St. Louis – Homeless Services Division  
& Affordable Housing Commission  
2021 ARPA - REQUEST FOR PROPOSALS (RFP)

PROPOSAL COVER SHEET

Organization Name:			
Project Name:			
Project Address:			
Executive Director Name:			
Executive Director Email:			
Executive Director Telephone #			
Organization Address			
Organization Telephone			
Organization Fax #			
Organization Website			
Organization DUNS #		Tax ID or EIN:	
Contact Person & Title			
Contact's Email			
Contact's Telephone #			

**SELECT ONLY ONE CATEGORY BELOW.** An agency may request funds from multiple categories; however, the agency **MUST** complete a separate proposal for each category.

<input type="checkbox"/> Mortgage Assistance
<input type="checkbox"/> Intentional Encampment
<input type="checkbox"/> Safe Haven
<input type="checkbox"/> Emergency Shelter
<input type="checkbox"/> Centralized Intake / Call Hotline

<input type="checkbox"/> Wrap Around Services
<input type="checkbox"/> Bridge Housing
<input type="checkbox"/> Rapid Rehousing
<input type="checkbox"/> Supplemental Support for Permanent Supportive Housing
<input type="checkbox"/> Community Outreach

Is the request for ☐ new funding or ☐ renewal funding?

Amount of Funding Requested in This Proposal: \$\_\_\_\_\_

Amount of Match Contribution: \$\_\_\_\_\_ Source of Match: \_\_\_\_\_

Does the organization have offices in the City of St. Louis? Yes ☐ No ☐

Does or will the organization have staff in the City of St. Louis providing services? Yes ☐ No ☐

How many households are projected to be served with the ESG funds requested? \_\_\_\_\_

**Target Population**

- |  |  |   |                                |
|--|--|---|--------------------------------|
| <input type="checkbox"/> Single Men            | <input type="checkbox"/> Women w/children    | <input type="checkbox"/> Veterans                 |                                |
| <input type="checkbox"/> Single Women          | <input type="checkbox"/> Battered Spouse     | <input type="checkbox"/> Elderly                  |                                |
| <input type="checkbox"/> Families              | <input type="checkbox"/> Alcohol Dependent   | <input type="checkbox"/> Drug Dependent           |                                |
| <input type="checkbox"/> Teenage Mothers       | <input type="checkbox"/> Behavioral Health   | <input type="checkbox"/> Developmentally Disabled | <input type="checkbox"/> N/A   |
| <input type="checkbox"/> Persons with HIV/AIDS | <input type="checkbox"/> Physically Disabled | <input type="checkbox"/> Youth                    | <input type="checkbox"/> Other |

**Current Agency Funding Sources:**

Please provide your funding information below that your agency receives from any department of the City of St. Louis.

Grant Source	Grant Amount	Date Funds Expire	# of Years Received
Emergency Solutions Grant			
Continuum of Care			
Domestic Violence			
Proposition P			
Proposition S			
Health Division Grant			
Affordable Housing Grant			
Community Development Commission			
Emergency Solutions Grant-Coronavirus			
Cares Act Funds – STL City CARES (HP)			
Treasury ERAP Funds			
Other Funds Provided Due to Pandemic			
Other:			

***See next page for the Narrative and Attachment Guidance (Exhibit B).***



## **PROPOSAL NARRATIVE & ATTACHMENTS GUIDANCE**

In addition to submitting the *Proposal Cover Sheets* the applicant will need to provide detailed narrative for each of the following questions. The Narrative page should list each question in bold font, and then list the response. Number the questions/responses. Don't forget to include Attachments (p. 30).

These questions will be evaluated for funding decisions. The project evaluation rubric (Exhibit F) and financial capacity rubric (Exhibit G) will outline the measures used to score the proposals.

**1. Responsible Parties:** Please list all responsible parties, should the project proposal be funded. At a minimum, we should have four main points of contact for every project:

- Executive Lead: Probably the Executive Director or CEO of the organization.
- Program Lead/Manager: Person managing the project.
- Financial/Accounting: Person responsible for the grant management and monthly billings/reimbursement requests.
- Case Management Lead: **Who will be the front lines lead person. For Housing projects, this person is required to be at WHAMM or designate a staff person to attend all WHAMM meetings.**

**2. MWBE and/or DBE:** Provide evidence and a statement if the applicant is involved with Minority and Women Business Enterprises (MWBE) and/or Disadvantaged Business Enterprise (DBE) participation, as filed with the City of St. Louis. This may not be applicable to all applicants.

**3. Scope of Work/Project Description:** Provide a comprehensive project description, including the intended impact of the project on unhoused individuals and families or those at risk of becoming unhoused. Explain best practices and interventions to be utilized in carrying out the scope of your project. For some projects see below for additional required information.

**A. Mortgage Assistance:**

- a. *Experience:* Provide a description of your organizations experience providing mortgage assistance specifically.
- b. *Operations:* Provide a description of program operating guidelines that will be utilized to carry out the program. Does the organization already have intake forms ready, will these be designed when awarded? Are there timelines for the program? How does the agency facilitate the payments?
- c. *Client Eligibility:* State how client eligibility will be determined, what factors will be assessed, and how the Intake Process will be completed. Will any other requirements be imposed other than what is explicitly stated within the RFP?
- d. *Documentation:* What records will be secured from homeowners and mortgage lenders to substantiate the validity of the mortgage terms, amount owed, and payment history. In addition, how will tenant identity be confirmed?
- e. *Advertising/Marketing:* Explain how the program will be marketed (provide line item in budget, if needed).
- f. State how many households are anticipated to be served, approximate assistance per household, and if there are other possible financial requirements to carry out the program. Does the organization anticipate the need to pay other expenses other than mortgage and fees and what are those?
- g. *Staffing:* Provide a full description of Staffing plan and positions required, supervision

model, fiscal and programmatic oversight needed.

**B. Intentional Encampment:**

- a. *Safety & Security:* How will the site, guest and surrounding area be safe and secure? What security measures will staff utilize? What is the crisis response plan? Explain neighborhood outreach and engagement plans?
- b. *Property Maintenance and Facilities Plan:* Provide information as to how maintenance and upkeep will be addressed at the site.
- c. *Housekeeping and Site Services:* Provide details for meal provision (how many provided daily), healthy living protocols such as COVID-19 symptom screening, protocol for persons exhibiting symptoms, and protocols for active illnesses, testing, vaccinations, etc. Plan should include how the applicant will engage with medical services. Applicant shall also have cleaning protocols in place to prevent the spread of germs, viruses, etc. All these provisions if a part of the proposed project need to also be accounted for within the project budget.
- d. *Policies and Procedures to Mitigate Concerns:* Applicant shall demonstrate policies for at a minimum the following: noise, lighting, litter, waste, pets, parking, visitors, volunteers, etc. Policies and Procedures shall include at a minimum how tenants will be selected, what guest responsibilities will be required, what rules will be a part of the safe outdoor space camp, what types of behaviors or actions will warrant intervention and corrective action steps, what behaviors or actions would warrant exits from the site.
- e. *Tenant Services Provision:* Applicant shall provide detailed information about how they will ensure that there are adequate and accessible services for guests to engage in. Applicants can choose to have onsite staff providing services, engage in outside provider MOU's or relationships to secure such services, or a mixture of both options. At a minimum the provider should prepare to ensure these services or the ability to assist guests in getting connected to these resources and services, as needed:
  - Physical Health connections: COVID-19 measures, social distancing guidelines, TB, tetanus, flu, etc;
  - Case Management services and working with residents on establishing and holding residents accountable to permanent housing planning. Case management should be expected to engage in tracking key metrics, using HMIS for data and services tracking and reporting quantitative data and determining how to also report qualitative success data/stories. Case managers should also be responsible for connecting guests to the CoC's Coordinated Entry system, as needed per client choice;
  - Behavioral Health Care, including Mental Health, Substance Use Treatment or Services, Conflict Resolution, and Crisis Intervention Services/Supports;
  - Employment Services;
  - Resource Navigation; and connecting guests to Mainstream Benefits and/or entitlement services;
  - Wellness activities and Community Calendar of events for guests; and
- i. Volunteers, Visitors, Outside Service Providers and policies for how the site staff will engage in those various outside parties.
- f. *Engagement Activities:* The applicant should describe what efforts will occur on the site to facilitate each resident's commitment in the community. The applicant can consider having resident meetings (where not required to participate, but encouraged), how the residents can have a say in how the camp is managed, how residents can volunteer in holding others accountable to safety, cleanliness, or engagement with neighbors outside of the camp site.

### **C. Safe Haven:**

- a. *Safety and Security for guests and adjacent properties:* Proposal must demonstrate how applicant plans to secure and ensure the safety of the site, the guests and the surrounding neighborhood. Security measures should include staff which are trained in trauma-informed care, mediation, de-escalation, and crisis management. Applicant should propose what the crisis response plan will be for the site as a part of the operations plan. To promote safety within the surrounding neighborhood, applicant should consider how neighborhood outreach and engagement will occur. Some examples used in other communities are designating a point of contact for the neighborhood, conducting neighborhood walks/clean-up efforts, engaging with unsheltered nearby guests to promote services provision and to discourage illegal activity in the area.
- b. *Property Maintenance and Facilities Plan, with Policies/Procedures:* Applicant shall provide information as to how maintenance and upkeep will be addressed on the site, including snow removal, weeds, trash removal, and recycling. Applicant shall also have cleaning protocols in place to prevent the spread of germs, viruses, etc.
- c. *Site Services with Policies/Procedures:* Applicant will need to determine the drop-in items available to those entering the Safe Haven, such as food, personal hygiene products, personal protective equipment, bus passes or other transportation assistance, assistance for financial bills or other legal issues, assistance getting personal identification documents, showers, laundry, restrooms, storage for personal belongings, activity plans, etc. Applicant will need to determine also their policies for if and how they will help connect clients to these services: Physical Health, Case Management, Behavioral Health Care, including Mental Health, Substance Use Treatment or Services, Conflict Resolution, and Crisis Intervention Services/Supports, Employment Services, Connecting to Mainstream Benefits and/or entitlement services. Healthy living protocols such as COVID-19 symptom screening, protocol for persons exhibiting symptoms, and protocols for active illnesses, testing, vaccinations, etc shall also be considered as a part of the policies and procedures for the Safe Haven. Plan should include how the applicant will engage with emergency medical services when needed.
- d. *Policies and Procedures to Mitigate Concerns:* Applicant shall demonstrate policies for at a minimum the following: noise, lighting, litter, waste, pets, parking, visitors, volunteers, etc. Policies and Procedures shall include at a minimum what types of behaviors or actions will warrant intervention, what behaviors or actions would warrant exits from the site, how complaints and grievances will be handled, etc.

### **D. Emergency Shelter Operations & Services**

- a. *Type of Shelter:* State what type of Emergency Shelter project is being proposed: Year-Round Shelter Spaces/Beds, Pandemic Expanded Spaces/Beds, Inclement Weather & Winter Operations Spaces/Beds, or Quarantine & Isolation Spaces/Beds?
- b. *Operations Plan:* State the population to be served, the capacity (congregate shelter or non-congregate or single room shelter occupancy, and how many beds/rooms are being proposed), staffing plan, and services to be offered. Are meals provided, and which meals and what type of meals? What amenities are included in the space such as restrooms, showers, laundry, storage, lockers, medication storage?
- c. *Hours/Dates of Operation:* What will be the hours and type of coverage? Is this 24/7 or are there timeframes for check in and check out? For Inclement Weather or temporary non-year-round sites what dates will the facility be open?

## **E. Centralized Intake / Call Hotline**

- a. Will there be 24/7 hours of coverage for the hotline services? Or will the project provide extended evening hours?
- b. Explain the intake assessment and services to be provided, questions to be asked to determine eligibility in services, etc.
- c. How will referrals be made? Will it be done entirely electronically, or will there be some type of warm handoff? Explain the process.
- d. Will the applicant provide walk-in services and if so where will the site(s) be located?
- e. How will those that don't speak English be served?
- f. Will follow up calls be provided, or how else will the applicant determine the outcomes of referrals being made to services?
- g. Explain how the applicant will provide reports on the services. Will they be weekly, monthly, or quarterly, and what type of data will be reported on?

## **F. Bridge Interim Housing**

- a. How many households are anticipated to be housed in Bridge Interim Housing?
- b. *Mechanics*: Describe the housing types to be used (motel/hotel, apartments, site based, scattered site, sites owned by the provider submitting the proposal, dormitory building, etc.). What will be the average number of months of service and housing provided per household?
- c. *Partnerships*: Provide the role of any partners that will assist in the implementation of the proposed project, such as landlords, property owners, etc. Explain if, there will be an MOU, lease agreement or other formal document executed between the bidder and the partners under the project.
- d. *Case Management*: Briefly explain the case management and services plan and how that will be accomplished based upon the housing sites used.
- e. *Services*: Will the project include supportive services and if so, please describe those that will be offered to households.
- f. *Referrals/Entry into Project*: Will the Coordinated Entry System (CES) be utilized to obtain household referrals? Will referrals be accepted from sources outside of the CES? Please explain where/who those referrals will come from.

## **G. Rapid Rehousing**

- a. How many households are anticipated to be housed in in the Rapid Rehousing project?
- b. *Mechanics*: What will be the average number of months of service and housing provided per household? Is there any target demographic to be served in the proposed project? Are there any specific eligibility requirements and state them.
- c. *Partnerships*: Provide the role of any partners that will assist in the implementation of the proposed project, such as landlords, property owners, etc. Explain if, there will be an MOU, lease agreement or other formal document executed between the bidder and the partners under the project.
- d. *Case Management*: Briefly explain the case management and services plan and how that will be accomplished based upon the housing sites used.
- e. *Housing Navigations Services*: It is strongly recommended that households be assisted with housing navigations services. Case managers should be skilled in

assisting unhoused people with locating housing, negotiating leases, understanding leases, filling out paperwork and applications, and assist in the full process to take occupancy in a unit.

- f. *Services:* Will the project include other supportive services and if so, please describe those that will be offered to households.
- g. *Referrals/Entry into Project:* Will the Coordinated Entry System (CES) be utilized to obtain household referrals? Will referrals be accepted from sources outside of the CES? Please explain where/who those referrals will come from.

**H. Permanent Supportive Housing:** Simply state clearly what services are being proposed as a part of the detailed Scope of Work.

**I. Community Outreach**

- a. Will the project be a part of Coordinated Street Outreach, as stated above in the RFP?
- b. Specifically state what outreach services will be offered as a part of the project?

**4. Explain how operations have been adapted to account for the pandemic.** Use Centers for Disease Control and Prevention (CDC) Interim Guidance for Homeless Service Providers to Plan and Respond to Coronavirus Disease 2019 (COVID-19) to assist applicants with planning and documentation efforts and in determining how the current coronavirus is and/or will impact operations.

**5. Experience and Knowledge:** For Agencies which have previously been funded by the Homeless Services Division, please list what fund sources you've received and explain why you have the experience and knowledge to operate the proposed program. For those Agencies not previously funded by the Homeless Services Division, explain what experience and knowledge you bring to your project. Explain what funding sources you've managed before and how that experience will translate to the project you are proposing. Essentially, why do you think you possess the experience and knowledge required to manage ARPA funding.

**6. Staffing and Qualifications:** Provide an organization chart and a program chart. Include narrative explaining what staff will be involved in the project. Explain if staff will need to be hired, or if staff already exist that will add this project to their current duties. Please provide a BRIEF job description for all staff working within the project. Explain the management plan. Who will train and manage staff working in the project.

**7. Case Management & Services Planning:** Explain if the project will provide case management and services planning and how that will be accomplished. How and what types of training are provided for case management staff? As a part of case management, will the staff of this project provide Housing Navigation services? Explain what types of housing navigations services will be provided to clients? Explain what experience case management has in working with vulnerable populations, people experiencing crisis and trauma, behavioral health symptoms, substance use, and challenges posed with living with disabilities. What services will case managers provide, and what services will case managers refer out for, and what will the referral process look like in the program?

**8. Outcomes:** Explain what outcomes the project proposes to meet. How many individuals/families will be served, for how long, and an average of funds to be used per household. What are the expected outcomes or performance measures you will track as a part of the project. How will you measure success of individuals and families and of the program you are proposing overall?

**9. Communication and Reporting:** State in this section how the applicant will ensure communication with DHS. Communication regarding billings should occur monthly. What staff person(s) will be involved in this part of the project? The City will be required to report detailed expenditures and use of

funds to HUD on a quarterly basis. It is essential that the agency has a strict process outlined for recording expenditures and a person identified as a point person.

**10. Project Timeline:** The City will be under strict reporting guidelines for these funds. It's critical to understand when your proposed project will start up and be at capacity. Please provide a timeline stating these types of activities: hiring staff, start-up, renovation start and completion (if being proposed), when clients will begin being seen, or admitted sheltering beds, if temporary, when project would be closing, etc. The timeline should demonstrate the ability to have a plan for spending down all funds while serving persons in an appropriate timeframe and manner.

**11. Budget and Spending Capacity:** In addition to briefly explaining the budget put forth, explain the agency's ability to provide solid fiscal accountability to the project. Costs should be reasonable for the services and correspond to the number of persons to be served. The sample budget form (Exhibit C) should be used to create the proposal budget. There is no match requirement for ARPA funds.

Applicant will need to establish a working budget and submit with proposal. Budget should include salary/benefits of staff and all expenditures associated with managing the project for one year. Applicant shall provide details as to what staff positions would be hired, what the staffing plan would look like, and the responsibilities staff will carry. This will be submitted in terms of job descriptions and a staffing chart/plan.

For Salary and benefits, please state in values of what portion of FTE (full time equivalent) is proposed and at what salary and benefits rate. For example:

- 1 FTE Case Manager @ \$42,000 salary + \$8,200 benefits = \$50,200
- .5 FTE Supervisor @ \$61,000 salary + 10,900 benefits = \$35,950

**12. Unhoused Empowerment:** Explain how the agency plans to involve and empower unhoused people to participate in decision-making and project operations. Explain what efforts the agency is engaging in to provide an unhoused voice to the services provided and/or to being involved in decision making? Are there persons experiencing or previously experienced homelessness on the agency's Board of Directors? Has the agency employed unhoused or previously unhoused individuals?

**13. HMIS, Coordinated Entry & COVID Intake:** Explain if the project will enter data into the designated HMIS (Homeless Management Information System) database (preferred for all projects). Explain if the project intends to utilize the community's Coordinated Entry System to receive referrals of households needing assistance. If these systems will not be used (and they aren't required for distribution of ARPA funds), explain how the organization will keep track of clients served and handle file management for the project. Also, will this organization take referrals from the intended centralized ARPA/COVID intake system, should an organization be funded for such a role? **Please state your commitment to acquire the information to fill out the COVID sub-assessment in HMIS. This should be required of all staff in the project.**

**All proposals submitted to HSD must include the following items:**

**Complete Submission Includes:**

1. Proposal Cover Sheet
2. Proposal Narrative
  - a. Not to exceed 15 pages
  - b. Each question listed w/bold type, with narrative response following
3. Attachments
  - a. Each attachment separated by a colored & titled sheet of paper
  - b. NO STAPLES
  - c. Not included in 15-page narrative requirement
  - d. Each attachment is non-negotiable, and agency risks not being funded when any are missing.
  - e. For missing attachments, include on the colored divider sheet, the reason it's missing.

4. 5 complete proposal paper copies submitted to Amy Bickford at HSD Office.
5. 1 complete proposal submitted electronically as 1 attachment to Amy Bickford's email address. (2 attachments allowed if problems sending large file, but Attachments as one and cover sheet and narrative as second attachment).
6. All copies, paper and electronic, submitted by deadline: October 22, 2021, 4:00pm.

**Required attachments:**

- A. Detailed Project/Program Budget (Exhibit C)
- B. Evidence of 501 (c) 3 status
- C. Copy of System for Award Management (SAM) Report
- D. HMIS Participation Letter
- E. Organizational Chart (for project/show staff involved in project)
- F. Agency Organizational Chart
- G. Current List of the Board of Directors
- H. Federal Form 990
- I. Job Descriptions (for key personnel involved in the project)
- J. Agency Yearly Budget
- K. Recent A133 or the most recent audit
- L. Recent Income Statement
- M. Balance Sheet for the last three (3) years
- N. The recent statement of Cash Flows
- O. MWBE and/or DBE documentation
- P. Letter of support from the Alderman/woman of the Ward the Agency is located within. If unable to acquire, may provide Letter of Support from any Alderman/woman.

***ALL DOCUMENTS MUST BE INCLUDED TO GUARANTEE CONSIDERATION FOR FUNDING.***

**To be considered by the Selection Committee proposals must be received by 4:00 p.m. October 22, 2021.** All applicants must provide five (5) copies of their proposal at the time of submission (please no staples). Attachments need to be separated by a colored cover page. **In addition to the submission of paper copies, please email an electronic version of the proposal, as one complete attachment to Amy Bickford at [bickforda@stlouis-mo.gov](mailto:bickforda@stlouis-mo.gov).** Incomplete proposals or those received after the due date and time may be rejected.





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**SUPPLEMENT OF REQUIRED CONTRACT PROVISIONS  
PURSUANT TO THE AMERICAN RESCUE PLAN ACT**

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The City of St. Louis, Missouri (the “City”) is the recipient of American Rescue Plan Act (“ARPA”) funds from the United States Department of the Treasury (the “U.S. Treasury”). In consideration for receiving ARPA funds as a Subrecipient or Contractor (hereinafter referred to as “Contractor”) for eligible expenses under ARPA, the Contractor shall comply with the following required supplementary terms and conditions to the Agreement (the “Supplementary Conditions”).

The Contractor shall attach these Supplementary Conditions to all subcontracts and shall require that all subcontractors attach these Supplementary Conditions to their sub-subcontracts at all levels. When these Supplementary Conditions are attached to any lower tier contract (e.g., a contract between Contractor (as defined above) and any subcontractor, or between Contractor’s direct or indirect subcontractors), references herein to “City” shall be deemed to refer to the party seeking products and/or services, and references to “Contractor” shall be deemed to refer to the party providing products and/or services, and references to the “Agreement” or “agreement” or “Contract” or “contract” shall be deemed to refer to the agreement between such subcontracting parties.

**Notwithstanding anything to the contrary in the Agreement, except as expressly provided under the terms of these Supplementary Conditions, the terms of these Supplementary Conditions shall be deemed to control in the event of a conflict with other provisions contained in the Agreement.** The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any City requests that would cause the City to be in violation of these Supplementary Conditions.

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1. **PROVISIONS REQUIRED BY LAW DEEMED INSERTED.** Each and every provision of law and clause required by law to be inserted in the Agreement and/or these Supplementary Conditions, including, but not limited to all federal laws, regulations, executive orders, policies, procedures, and directives applicable to the receipt of ARPA funds, shall be deemed to be inserted herein and the Agreement and Supplementary Conditions shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the decision of the City such provision shall forthwith be inserted and written notice provided to Contractor.
  2. **STATUTORY AND REGULATORY COMPLIANCE.** Contractor shall comply with all laws and regulations applicable to the ARPA funds, including but not limited to the applicable Office of Management and Budget Circulars and 2 CFR 200 *et seq.* (the “Uniform Guidance”). The Contractor, and, if applicable, subcontractors, shall only use ARPA funds for eligible ARPA activities as described under subsection (c)(1) of Section 603 of Title VI of the Social Security Act, as added by Section 9901 of ARPA, Section 35(b) of the ARPA Interim Final Rule (and final rule when effective), and all other applicable laws and regulations governing the use of ARPA funds. The Contractor shall be responsible for any disallowances, questioned costs, or other items, including interest, not allowed under ARPA funding. The Contractor shall return to the City any funds disallowed within ninety days of notification by the City to return such funds.
  3. **BREACH OF CONTRACT TERMS.** The City reserves its right to all administrative, contractual, or legal remedies, including but not limited to suspension or termination of the Agreement, in instances where the Contractor or any of its subcontractors violate or breach

any Agreement term. If the Contractor or any of its subcontractors violate or breach any Agreement term, they shall be subject to such sanctions and penalties as may be appropriate. The duties and obligations imposed by these Supplementary Conditions and the Agreement and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.

4. **ADMINISTRATIVE, COST, AUDIT AND PROGRAM REQUIREMENTS.** The Contractor must comply with the most recent version (unless a specific version is noted) of the Administrative Requirements, Cost Principles, and Audit requirements, and to the extent necessary cooperate and maintain information and documentation to allow City to comply with the applicable regulations governing use of the ARPA funds, including, but not limited to 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Failure to do so may result in disallowance of costs upon audit.
5. **RECORDS AND REPORTING REQUIREMENTS.** The Contractor shall establish and maintain complete records, including accurate books, records, documents, accounts, financial records, supporting documents, statistical records, and all other evidence and records pertinent to performance of work done for the City under the Agreement (the “Records”) consistent with generally accepted bookkeeping practices. Contractor shall retain the Records in accordance with Section 12 below. The City and any person or entity authorized to conduct an examination shall have access to the Records during normal business hours at an office of the Contractor within the City or, if no such office is available, at a mutually agreeable and reasonable venue within the City, for the term specified above for the purposes of inspection, auditing and copying. The Contractor shall complete and submit all reports, in such form and according to such schedule, as may be required by the City. The Contractor shall cooperate with all City efforts to comply with ARPA related requirements and regulations pertaining to recordkeeping and reporting.
6. **SAM.** Contractor will comply with the regulations relating to Universal Identifier and System for Award Management according to 2 CFR Part 25 and Appendix A thereto. Contractor must:
  - a. Be registered in the SAM prior to submission of an application or plan;
  - b. Maintain an active SAM registration with current information, including information on a recipient's immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded a Federal contract or grant within the last three years, if applicable, at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency; and
  - c. Provide its unique entity identifier in each application or plan it submits to the Federal awarding agency.
  - d. Review and update its information in the SAM database on an annual basis from the date of initial registration or subsequent updates to ensure it is current, accurate and complete.
7. **DEBARMENT AND SUSPENSION.** The Agreement is a covered transaction for purposes of 2 C.F.R. Part 180 and 2 C.F.R. Part 3000. As such the Contractor is required to verify that the Contractor and none of its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935). The Contractor must comply with 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction (e.g., subcontract) it enters into. This certification is a material representation of fact relied upon by the City. If it is later determined that the Contractor did not comply with 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C, in addition to remedies available to the City, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The Contractor

agrees to comply with the requirements of 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C throughout the period of the Agreement. The Contractor further agrees to include a provision requiring such compliance in its lower tier covered transactions.

8. **CONFLICTS OF INTEREST.** The Contractor shall notify the City in writing as soon as possible if the Agreement or any aspect related to the anticipated work under this Agreement raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Contractor shall explain the actual or potential conflict in writing in sufficient detail so that the City is able to assess such actual or potential conflict. The Contractor shall provide the City any additional information necessary for the City to fully assess and address such actual or potential conflict of interest. The Contractor shall accept any reasonable conflict mitigation strategy employed by the City, including but not limited to the use of an independent subcontractor(s) to perform the portion of work that gives rise to the actual or potential conflict. If requested by the City, Contractor shall sign a certification affirming that it has no conflict of interest arising from performance of work on a specific task.
9. **SUBCONTRACTING/ASSIGNABILITY.** The Contractor shall not subcontract nor assign any interest in the Agreement and shall not transfer any interest in the same (whether by assignment or novation) without prior written approval of the City.
10. **PROCUREMENT.** The Contractor shall procure all materials, property, or services in accordance with the requirements of 2 CFR 200.318-326. These requirements generally require an open and competitive process for subcontractors, with limited and specific exceptions. The Contractor must maintain records sufficient to detail the history of procurement and provide such records to the City. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
11. **LOBBYING** (Applicable to Agreements exceeding \$100,000). The Contractor certifies, to the best of its knowledge and belief, that:
  - a. No federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
  - b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the Contractor shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The Contractor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

12. **AUDIT / ACCESS TO RECORDS.** The City, U.S. Treasury, the Comptroller General of the United States, the Government Accountability Office, the Pandemic Relief Accountability Committee, the Office of the Comptroller of the City, and any other authorized oversight agencies, or any of their duly authorized representatives, shall have, at any time and from time to time during normal business hours, access to any work product, books, documents, papers, and records of the Contractor which are directly pertinent to the Agreement, for the purpose of inspection, audits, examinations, and making excerpts, copies and transcriptions. Such audits may include review of the Contractor's accounting, financial, and reporting practices to determine compliance with the Agreement and reporting requirements; maintenance of accurate and reliable original accounting records in accordance with governmental accounting standards as well as generally accepted accounting principles; and specific compliance with allowable cost and expenditure documentation standards prescribed by applicable federal, State, and City guidelines. The Contractor agrees to provide the above referenced entities or their authorized representatives access to construction or other work sites pertaining to the work being completed under the Agreement. The foregoing is not intended to limit the City's right to audit and/or access Contractor records that may be provided under the Agreement.
13. **MAINTENANCE/RETENTION OF RECORDS.** Contractor shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the Agreement (collectively, the "Records") (i) for five (5) years after all funds have been expended or returned to the U.S. Treasury, or (ii) for the minimum retention period that may be provided under the Agreement, whichever is longer.
14. **CITY SEAL, LOGO, AND FLAGS.** The Contractor shall not use the City seal(s), logos, crests, or reproductions of flags or likenesses of City agency officials without specific City pre-approval.
15. **PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS.** The Contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor's actions pertaining to the Agreement. False statements or misrepresentations in a proposal to obtain federal funds automatically will disqualify an applicant. If false statements or misrepresentations are discovered after such funds are awarded, the funds and contract will be in default and the City may declare all or any part of the funds paid out immediately due and repayable and the Agreement voidable at the discretion of the City.
16. **SMALL AND MINORITY FIRMS, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS.** The Contractor will comply with the small and minority firms, women's business enterprise, and labor surplus area requirements as set forth at 2 C.F.R. Part 200.
17. **NONDISCRIMINATION.** The Contractor shall comply with all federal and state statutes, regulations and executive orders relating to nondiscrimination and equal employment opportunity to the extent applicable to the contract. These include but are not limited to:
- a. Title VI of the Civil Rights Act of 1964 (P.L. 88-352, 42 U.S.C. § 2000d et seq.) which prohibits discrimination on the basis of race, color, or national origin (this includes individuals with limited English proficiency) in programs and activities receiving federal financial assistance and Title VII of the Act which prohibits discrimination on the basis of race, color, national origin, sex, or religion in all employment activities;
  - b. Equal Pay Act of 1963 (P.L. 88-38, as amended, 29 U.S.C. § 206(d));
  - c. Title IX of the Education Amendments of 1972, as amended (20 U.S.C §§ 1681-1683

and 1685-1686) which prohibits discrimination on the basis of sex;

- d. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) and the Americans with Disabilities Act of 1990, as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12101 et seq.) as implemented by all applicable regulations;
- e. The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107) which prohibits discrimination on the basis of age;
- f. Equal Employment Opportunity-E.O. 11246, as amended; and
- g. Missouri State Regulation, 19 CSR 10-2.010, Civil Rights Compliance Requirements.

18. TITLES VI AND VIII OF THE CIVIL RIGHTS ACT OF 1964 AND EXECUTIVE ORDER 11063. The Contractor shall comply with the provisions of Titles VI and VIII of the Civil Rights Act of 1964 and with Executive Order 11063. No person shall, on the grounds of race, color, religion, sex, or national origin (including limited English proficiency), disability, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. No person shall, on the grounds of race, color, religion, sex, or national origin, be discriminated against in the sale, rental, or financing of dwellings. To the extent that any such sale, lease or other transfer of land shall occur, Contractor, in undertaking its obligation to carry out the program assisted hereunder, will not itself so discriminate. Contractor shall provide data as requested by the City to demonstrate compliance with these requirements.
19. SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT OF 1990. The Contractor shall comply with section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), as amended, and any applicable regulations, and with the Americans with Disabilities Act of 1990 (42 U.S.C. § 126), as amended, and any applicable regulations. The Contractor agrees that no qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives federal financial assistance.
20. AGE DISCRIMINATION ACT OF 1975. The Contractor shall comply with the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.), as amended, and any applicable regulations. No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance.
21. SECTION 503 OF THE REHABILITATION ACT OF 1973 (Applicable to contracts exceeding \$10,000). The Contractor shall comply with section 503 of the Rehabilitation Act of 1973 (29 U.S.C. § 793), as amended, and any applicable regulations.
22. CONTRACTOR'S CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE. The Pro-Children Act of 1994, (Public Law 103-227, 20 U.S.C. §§ 6081-6084), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The Pro-Children Act also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The Pro-Children Act does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable Federal funds is Medicare or Medicaid; or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the Pro-

Children Act may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

- a. The Contractor certifies that it will comply with the requirements of the Pro-Children Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Pro-Children Act.
  - b. The Contractor agrees that it will require that the language of this certification be included in any subcontract or subaward that contains provisions for children's services and that all subrecipients shall certify accordingly. Failure to comply with the provisions of the Pro-Children Act law may result in the imposition of a civil monetary penalty of up to \$1,000 per day
23. **DRUG FREE WORKPLACE.** The Contractor certifies it shall provide a drug-free workplace in accordance with the Drug Free Workplace Act of 1988, 41 U.S.C. Chapter 81, and all applicable regulations. The Contractor is required to report any conviction of employees providing services under this Agreement under a criminal drug statute for violations occurring on the Contractor's premises or off the Contractor's premises while conducting official business. The Contractor shall report any conviction to the Department within five (5) working days after the conviction. Submit reports to: City Counselor's Office, Attn: Deputy City Counselor for Transactions, City Hall Room 314, 1200 Market Street, St. Louis, MO 63103.
24. **RELOCATION ASSISTANCE.** The Contractor will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
25. **CONTRACTOR'S CERTIFICATION REGARDING EMPLOYEE WHISTLEBLOWER PROTECTIONS.** The Contractor shall comply with the provisions of 41 U.S.C. 4712 that states an employee of a contractor, subcontractor, grantee, or subgrantee may not be discharged, demoted or otherwise discriminated against as a reprisal for "whistleblowing". In addition,
  - a. Whistleblower protections cannot be waived by any agreement, policy, form, or condition of employment;
  - b. the Contractor's employees are encouraged to report fraud, waste, and abuse. The Contractor shall inform their employees in writing they are subject to federal whistleblower rights and remedies. This notification must be in the predominant native language of the workforce; and
  - c. The Contractor shall include this requirement in any agreement made with a subcontractor or subgrantee.
26. **CLEAN AIR ACT AND WATER POLLUTION CONTROL ACT.** The Contractor shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.).
27. **LABOR STANDARDS.** Contractor will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction sub-agreements.

28. LEAD-BASED PAINT. Contractor will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.), which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
29. POLITICAL ACTIVITY (HATCH ACT). The Contractor will comply with the provisions of the Hatch Act (3 USC Sections 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

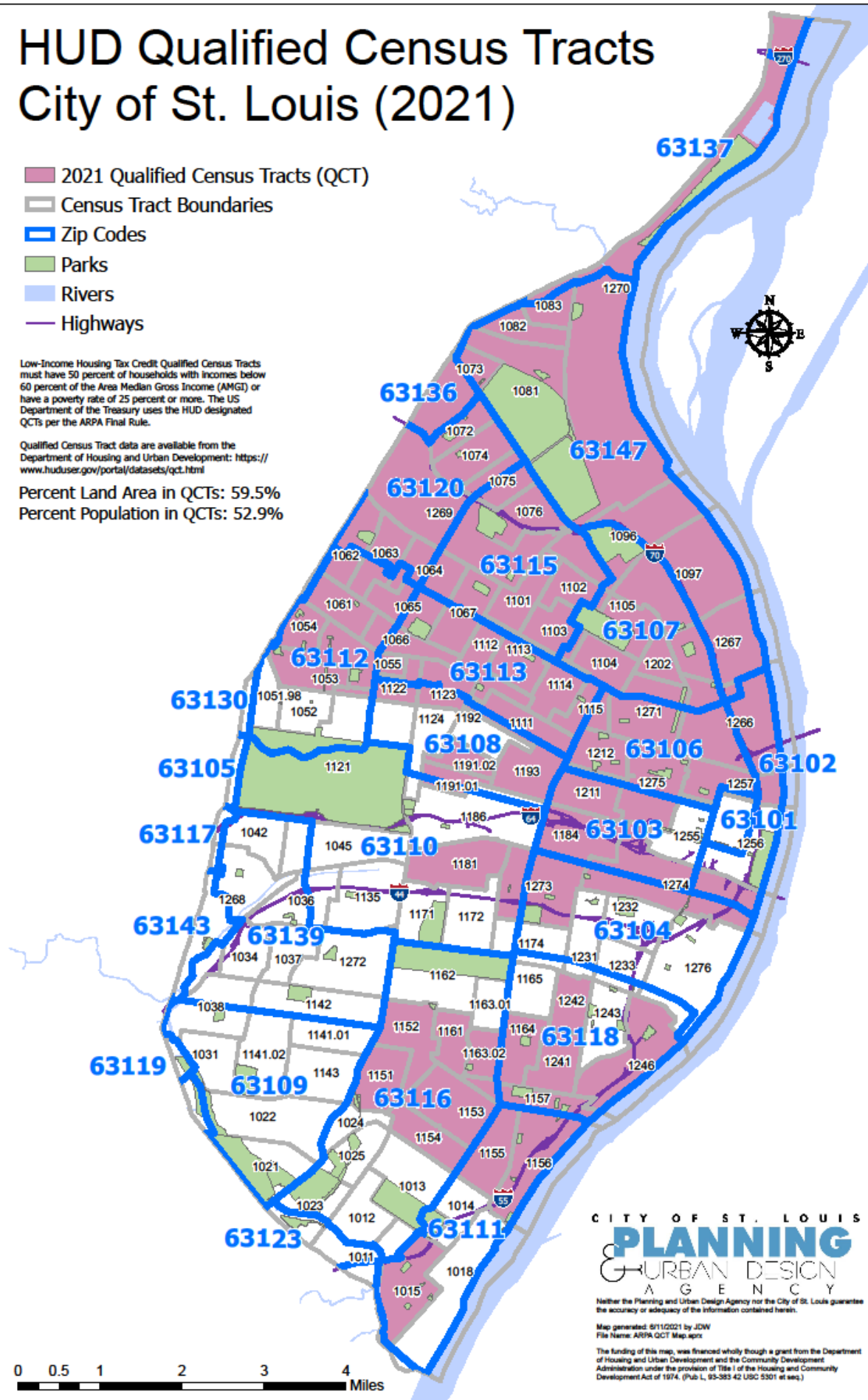
# HUD Qualified Census Tracts City of St. Louis (2021)

- 2021 Qualified Census Tracts (QCT)
- Census Tract Boundaries
- Zip Codes
- Parks
- Rivers
- Highways

Low-Income Housing Tax Credit Qualified Census Tracts must have 50 percent of households with incomes below 60 percent of the Area Median Gross Income (AMGI) or have a poverty rate of 25 percent or more. The US Department of the Treasury uses the HUD designated QCTs per the ARPA Final Rule.

Qualified Census Tract data are available from the Department of Housing and Urban Development: <https://www.huduser.gov/portal/datasets/qct.html>

Percent Land Area in QCTs: 59.5%  
Percent Population in QCTs: 52.9%



CITY OF ST. LOUIS  
**PLANNING**  
URBAN DESIGN  
AGENCY

Neither the Planning and Urban Design Agency nor the City of St. Louis guarantees the accuracy or adequacy of the information contained herein.

Map generated: 6/11/2021 by JDW  
File Name: ARPA QCT Map.aprx

The funding of this map, was financed wholly through a grant from the Department of Housing and Urban Development and the Community Development Administration under the provision of Title I of the Housing and Community Development Act of 1974. (Pub. L. 93-383 42 USC 5301 et seq.)

0 0.5 1 2 3 4 Miles



## Project Evaluation Rubric – FY2021 ARPA RFP

Organization's Name:

Project Name:

Project Category:

	PROPOSAL NARRATIVE	Exceeds (7 - 10)	Meets (4 - 6)	Below (0 - 3)	110 Points Possible	Reviewer's Score
3	Scope of Work/Project Description				10	
4	Operations Adaptation to COVID-19?				10	
5	Experience & Knowledge				10	
6	Staffing & Qualifications				10	
7	Case Management and Services Planning				10	
8	Outcomes				10	
9	Communication & Reporting				10	
10	Project Timeline				10	
11	Budget & Spending Capacity				10	
12	Unhoused Empowerment				10	
13	HMIS, Coordinated Entry & COVID Intake				10	
	<b>OTHER REQUIREMENTS</b>	<b>Exceeds (10)</b>	<b>Meets (5)</b>	<b>Below (0)</b>	<b>40 Points Possible</b>	
1	Responsible Parties (0 – 5 Scale, 5 Meets Requirement)				5	
2	MWBE and/or DBE (0 – 5 Scale, 5 Meets Requirement)				5	
14	Proposal Completeness (all sections answered)				10	
15	Attachments Completeness (all attachments provided)				10	
16	Deadline (Complete project received by RFP deadline)				10	
	<b>FINANCIAL AUDIT (Completed by DHS Auditors)</b>	<b>Exceeds (20 – 25)</b>	<b>Meets (11 – 19)</b>	<b>Below (0 – 10)</b>	<b>25 Points Possible</b>	
17	Financial Capacity Rubric				25	
	<b>CONTRACT COMPLIANCE SCORE</b>	<b>Exceeds (20 – 25)</b>	<b>Meets (11 – 19)</b>	<b>Below (0 – 10)</b>	<b>25 Points Possible</b>	
18	For Applicants previously funded, how confident are you in their ability to manage ARPA contracts and billings? For Applicants never funded by DHS, how confident are you in Applicant's ability to manage ARPA Contracts and billings based on the proposal submitted? (Scale of 1, no confidence -25 highest level of confidence)				25	
<b>Total Points Available &amp; Total Points Scored</b>					<b>200 possible</b>	

# Financial Capacity Rubric – ESG-CV Project

Exhibit G

Organization's Name:

Project Name:

## Required Attachments:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Evidence of 501 (c) 3 status           | <input type="checkbox"/> Detailed Project/Program Budget    | <input type="checkbox"/> Organizational Chart |
| <input type="checkbox"/> Recent Income Statement                | <input type="checkbox"/> Federal Form 990                   | <input type="checkbox"/> Agency Budget        |
| <input type="checkbox"/> Recent statement of Cash Flows         | <input type="checkbox"/> Balance Sheet for last three years |   |
| <input type="checkbox"/> Current List of the Board of Directors | <input type="checkbox"/> Recent A133 or most recent audit   |   |

	Questions	Exceeds Requirement (5)	Meets Requirement (3-4)	Below Requirement (0-2)	
1	Is the agency's budget complete and without error?				5/5
Comments:					
2	Was the Agency's A-133 or financial statements without Material weakness or deficiency? (If applicable)				5/5
Comments:					
3	Does the organization's most recent Income Statement ratios show that the agency is on solid financial footing?				5/5
Comments:					
4	Does the organizations last three years of balance sheets show a stable financial picture?				5/5
Comments:					
5	Does the organization's Statement of Cash flows show positive ratios?				5/5
Comments:					
				<b>Total Points Available</b>	<b>25</b>
	Total Up Each Column, then sum the columns in "Final Total Score" box to the right.	Column Total	Column Total	Column Total	Final Total Score

## Financial Capacity:

Exceeds Requirement (20-25),  
Meets Requirement (11-19),  
Below Requirement (0-10)